



People are the core of Otsego Northern Catskills BOCES. ONC BOCES administrators, program managers, faculty and staff are experts in their fields who build effective partnerships with component school districts. ONC BOCES focuses on ways to both lead and support our component school staff, students and communities. Our partnerships with school districts and our communities help us provide the best possible education for learners of all ages and abilities.

- Position:** Cleaner — Full-time, 12-month, Unit Support, Civil Service position
- Location:** Otsego Area Occupational Center in Milford
- Qualifications:** Cleaning and/or maintenance in a school setting is desirable but not mandatory.
- Responsibilities:** The successful candidate will work 2 p.m.—10 p.m. and will help maintain the building facilities in a condition of operating excellence, cleanliness and safety; must be willing to be flexible during shift to complete priority tasks and able to lift up to 50 lbs. Knowledge of mechanical systems, attention to detail and commercial cleaning preferred. Valid Driver's License required. See full Civil Service Job Description below.
- Starting Date:** As soon as possible.
- Application Deadline:** November 13, 2020
- Salary:** Per current contract.
- Apply To:** www.olasjobs.org/southern
- Further Information Contact:** humanresources@oncboces.org
- Additional Information:** Civil Service position candidates must be reachable on the existing eligibility list. If there is no mandated eligibility list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reached on the eligibility list.

The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.

The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.



Responsibilities:

Civil Service Job Description:

Distinguishing Features of the Class: This work involves responsibility for physical work involving the efficient and economical performance of building cleaning and occasional minor maintenance tasks. Cleaning tasks are performed according to a well-established procedure and maintenance tasks are performed under direct supervision or according to specific instructions. The work is performed under the direct supervision of a Building Maintenance Worker or other school administrator. Does related work as required.

Typical Work Activities (Illustrative Only):

Sweeps, mops and washes floors and stairs;

Uses heavy mechanical equipment in stripping, waxing and polishing floors;

Dusts chairs, tables, desks and other furniture;

Polishes furniture and brass

Empties wastebaskets, collects and disposes of trash;

Arranges chairs and tables and other equipment for special use of building;

Repairs window shades, replaces lights bulbs, soap and towels;

Moves furniture, supplies and other equipment

Cleans walls, bath fixtures, equipment, beds and furniture daily;

May clear snow and ice from walks;

May mow lawns, trim shrubs, rake leaves and perform a variety of other grounds keeping tasks assigned;

May assist in the operation and maintenance of an oil or gas fired low pressure heating system;

May be required to wash outside of windows at extreme heights;

May sand and repair desks, tables and chairs;

May assist in making minor plumbing, carpentry and electrical repairs;

May load and unload trucks.

Full Performance Knowledge, Skills and Abilities: Working knowledge of common cleaning, disinfecting methods, materials and equipment; skill in the use of cleaners and maintenance equipment (e.g., vacuum cleaner, carpet shampooer and floor buffer); skill in the use of grounds maintenance tools and equipment (e.g., trimmers, mowers, snow blowers, chain saw); ability to understand and follow simple oral and written directions; ability to lift heavy objects and perform work requiring bending, climbing, reaching and repetitive motion; willingness to be exposed to dust, dirt, grease, grime, offensive sights and odors; thoroughness; physical condition commensurate with the demands of the position.